

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 21-21**

2 AUGUST 2004

Maintenance

**CONSOLIDATED MUNITIONS
MAINTENANCE REENTRY SYSTEM/
REENTRY VEHICLE OPERATIONS
(VANDENBERG INCLUDED)**

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This checklist reflects Command requirements for Reentry Vehicle/Reentry System Munitions Operations. It will assist managers in preparing for and conducting internal reviews. This checklist incorporates information previously found in AFSPCCL 20-21, 20-22, 20-23, 20-24, 20-25, 20-26, 20-27, 20-28 and 20-29, 1 Aug 00.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Compliance non-critical items helps gauge the effectiveness/efficiency of the function.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklist will not be supplemented. Units may produce their own stand-alone checklist as needed to ensure as effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1.**

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ATTACHMENT 1

CONSOLIDATED MUNITIONS MAINTENANCE REENTRY SYSTEM/REENTRY VEHICLE OPERATIONS (VANDENBERG INCLUDED)

Table A1.1. Checklist.

SECTION 1: MANAGEMENT/ADMINISTRATION			
MISSION STATEMENT: To ensure Munitions Management/Administration are in compliance with current directives and instructions. NOTE: All references are from AFI 21-204, <i>Nuclear Weapons Procedures</i> , and the Air Force Space Command Supplement to AFI 21-204 (AFSPCSUP1), unless otherwise stated. NOTE: Each area on the checklist is followed by the letter or letters (N/O/C). The letter(s) denote the areas that are vulnerable during each inspection. Example the letter "N" applies to Nuclear Surety Inspections, "O" applies to Operational Readiness Inspections and "C" applies to Compliance Inspections. Items may be deemed critical and/or non-critical based on inspection type. (i.e. the same item may be deemed critical for a Compliance Inspection but non-critical for a Nuclear Surety Inspection) NOTE: When you see (V) immediately following the checklist number, it denotes that the item also applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Does the Squadron Commander:			
1.1.1.1. Ensure nuclear weapons are not used when troubleshooting equipment faults? (AFI 91-101, <i>Air Force Nuclear Weapon Surety Program</i> , para. 1.3.1 & AFI 91-114, <i>Safety Rules for the Intercontinental Ballistic Missile Systems</i> , para. 11) (N/O/C)			
1.1.1.2. Ensure Compliance with the Two-Person Concept? (AFSPCSUP to AFI 91-101, para. 2.9.7/2.10 & AFI 91-104, <i>Nuclear Surety Tamper Control and Detection Programs</i> , para. 3.4) (N/O/C)			
1.1.1.3. Ensure two interim PRP certified individuals do not form a Two-Person Concept team? (AFI 91-104, para. 1.6.4) (N/O/C)			
1.1.1.4. Ensure personnel who handle or perform maintenance on nuclear weapons are limited to a 12-hour continuous duty period and waived only by the group commander or equivalent during emergencies and advanced defense readiness? (para. 4.1.2) (N/O/C)			
1.1.1.5. (V) Ensure all individuals receive Explosive, Missile Safety and Nuclear Surety training, as required? (para. 1.4.2.12) (N/O/C)			
1.1.1.6. Ensure all equipment and software used by unit personnel is nuclear certified prior to being placed into use for support of nuclear operations, if nuclear certification is required? (para. 1.4.2.13) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.1.7. (V) Ensure Munitions Supervision complies with Tool and Equipment Management procedures as outlined in chapter 13 of AFI 21-101, <i>Aerospace Equipment Management</i> , with the exception of aircraft, load crew and flightline specific entries? (AFSPCSUP1, para. 1.4.2.20) (N/O/C)			
1.1.1.8. (V) Ensure munitions supervision maintains and manages a Special Certification Roster (SCR) IAW Chapter 18 of AFI 21-101? (AFSPCSUP1, para. 1.4.2.29) (N/C)			
1.1.1.9. Ensure all individuals and organizations that physically control, possess, store and maintain nuclear weapons protect and account for these resources while in their custody IAW DOD 5210.41-M, <i>Nuclear Weapons Security Manual</i> , and CJSCM 3150.04, <i>Joint Reporting Structure; Nuclear Weapons Reports</i> ? (para. 1.4.2.1) (N/O/C)			
1.1.1.10. Provide storage, security, control and custodial responsibility for all nuclear weapons items (to include ALC managed parts)? (para. 1.4.2.3) (N/O/C)			
1.1.1.11. Develop a long-range maintenance/upgrade/replacement plan for nuclear facilities required to meet current/future missions? (AFSPCSUP1, para. 1.4.2.14) (C)			
1.1.1.12. Ensure nuclear weapons are not moved outside a Priority A restricted area during hours of darkness or severe weather except when the Wing Commander or equivalent authorizes such movement? (para. 4.1.20) (N/O/C)			
1.1.1.13. Ensure effective management of the Squadron's nuclear maintenance training program IAW AFI 36-2201, <i>Developing, Managing and Conducting Training</i> ? (AFSPCSUP1, para. 1.4.2.19) (N/C)			
1.1.1.14. (V) Ensure a compliance-structured self-inspection program is established? (AFSPCSUP1, para. 1.4.2.26) (C)			
1.1.1.15. (V) Ensure adverse weather procedures exist for protecting assets and associated equipment? (AFSPCSUP1, para. 1.4.2.25) (C)			
1.1.1.16. (V) Ensures a facility plan is developed specifying maintenance, upgrade and replacement projects and major impact programs, i.e. new construction, impacts on LPS, Nuclear Surety and future systems, for munitions facilities? (AFSPCSUP1, para. 1.4.2.14) (C)			
1.1.2. Weapons/Munitions Supervision:			
1.1.2.1. Identify no-lone zones? (AFI 91-104, para. 1.2) (N/O/C)			
1.1.2.2. Ensure nuclear weapons are not used when troubleshooting equipment faults? (AFI 91-101, para. 1.3.1 & AFI 91-114, <i>Safety Rules for the Intercontinental Ballistic Missile Systems</i> , para. 11) (N/O/C)			
1.1.2.3. Minimize the exposure (vulnerability) of weapon(s) during transport procedures? (DoD 5210.41M, para. 8.A.2.a) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.4. Use only authorized or certified equipment and AF approved Technical Orders and checklists when working with nuclear weapons or certified critical components? (AFI 91-101, AFSPCSUP1, para. 2.9 & AFI 91-114, para. 4.1.4) (N/O/C)			
1.1.2.5. Comply with the Two-Person Concept? (AFI 91-101, AFSPCSUP1, para. 2.9.7/2.10 & AFI 91-104, para. 3.4) (N/O/C)			
1.1.2.6. Ensure two interim PRP certified individuals do not form a Two-Person Concept team? (AFI 91-104, para. 1.6.4) (N/O/C)			
1.1.2.7. Limit initial entry into no-lone zones to authorized individuals only? (AFI 91-104, para. 1.2) (N/O/C)			
1.1.2.8. Certify munitions personnel using a trainer prior to allowing them to work on or handle war reserve (WR) assets? (para. 3.4.1 & 4.1.4) (N/C)			
1.1.2.9. Have controls in place to provide a positive means of distinguishing between nuclear weapons and training shapes? (AFI 91-114, para.13) (N/O/C)			
1.1.2.10. Ensure personnel who handle or perform maintenance on nuclear weapons are limited to a 12-hour continuous duty period and waived only by the group commander or equivalent during emergencies and advanced defense readiness? (para. 4.1.2) (N/O/C)			
1.1.2.11. Identify critical components requiring Two-Person Concept by placing a label or tag on the outside of the item? (AFI 91-105, Critical Components , para's. 5 & 5.1) (N/O/C)			
1.1.2.12. Ensure a clearly marked physical separation exists when training and WR operations are taking place at the same time? (para. 4.1.8) (N/O/C)			
1.1.2.13. Ensure weapons to be shipped have a minimum of 6 months (unless otherwise directed by HQ AFSPC/LCMW) remaining on the Limited Life Component (LLC)? (para. 4.1.9) (N/C)			
1.1.2.14. (V) Ensure certifying officials are JQS qualified on tasks they certify others to perform? (para. 3.1.3) (N/C)			
1.1.2.15. Require a certified team chief directly supervise every maintenance task performed on War Reserve (WR) weapons? (para. 4.1.5) (N/O/C)			
1.1.2.16. Ensure technicians are certified on LLC exchange when assigned weapons are within 3 months of LLC due date? (para. 4.1.3) (N/C)			
1.1.2.17. Report nuclear weapon accidents, incidents and safety deficiencies? (AFI 91-204, Security Investigations and Reports , para. 13.1.4) (N/O/C)			
1.1.2.18. (V) Have a written plan to evacuate personnel from locations containing unpacked electrically initiated explosive devices when an electrical storm is in the near vicinity? (AFMAN 91-201, Explosive Safety Standard , para. 2.56.1.3.2) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.19. (V) Ensure local certified hoist inspection checklists (daily user, semi-annual, annual) developed and used? (AFOSH 91-46, <i>Materials Handling and Storage Equipment</i> , Atch 3) (N/C)			
1.1.2.20. (V) Ensure all Locally Manufactured Equipment items are submitted to HQ AFSPC/LCMW for coordination of approval prior to use? (para. 4.1.23) (N/C)			
1.1.2.21. (V) Have an SCR established? Is it managed and maintained IAW 21-101? (para.1.4.3.3 and AFSPCSUP1, para. 1.4.3.3) (N/O/C)			
1.1.2.22. (V) Ensure munitions team using vehicles, to include forklifts, to transport munitions maintain radio contact with munitions control? (AFSPCSUP1, para. 1.4.3.7) (N/O/C)			
1.1.2.23. (V) Is an In-Process Inspection (IPI) program established and maintained IAW AFI 21-101? (para.1.4.3.9 and AFSPCSUP1, para. 1.4.3.9) (N/O/C)			
1.1.2.24. (V) Ensure capability exists to receive, store, inspect, assemble, test, repair and handle nuclear weapons identified on the Maintenance Capability Letter (MCL), as required by mission taskings? (para. 1.4.3.4) (N/O/C)			
1.1.2.25. (V) Ensure compliance with Tool and Equipment Management procedures as outlined in Chapter 13 of AFI 21-101, with the exception of aircraft, load crew and flight-line specific entries? (AFSPCSUP1, para. 1.4.3.20) (N/O/C)			
1.1.2.26. (V) Ensure supervisors enforce the requirements in AFMAN 91-201? (AFSPCSUP1, para. 1.4.3.21) (N/O/C)			
1.1.2.27. (V) Ensure submittal of Dull Sword worksheets? (AFSPCSUP1, para. 1.4.3.43) (N/O/C)			
1.1.2.28. Provide initial and annual radiation safety training to personnel whose dose may expose them to potential hazards? (AFI 91-108, <i>Air Force Nuclear Weapons Intrinsic Radiation Safety Program</i> , para's. 9.4, 11.2, 13.1 & AFI 91-108, AFSPCSUP1, para. 3.3) (N/C)			
1.1.2.29. Notify the environmental health office of pregnant employees whose duties expose them to radiation? (AFI 91-108, para. 13.4) (C)			
1.1.2.30. (V) Is the AF Form 2435, Load Training and Certification Document , used to monitor/record certifications and proficiency checks? Are they re-accomplished properly when needed, i.e. "transcribed" is entered in block 11 of new form, current certifying official enters, signs and dates a statement on the new form? Are de-certification actions done and properly documented? (AFI 21-204, para. 3.4.2.1, 3.4.2.2.6, 3.4.2.3 and 3.4.2.2.6.2) (N/O/C)			
1.1.2.31. Ensure nuclear weapons are not moved outside a Priority A restricted area during hours of darkness or severe weather except when the Wing Commander or equivalent authorizes such movement? (para. 4.1.20) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.32. (V) Is acceptance of non-repairable discrepancies on trainers requested from NWD? (AFI 21-204, para. 4.1.19) (C)			
1.1.2.33. Review maintenance actions and by 1 February each year, provide HQ AFSPC/LCMW with limited life component requirements for the next calendar year? Is information provided in the correct format? (AFSPCSUP1, para. 1.5.3) (C)			
1.1.2.34. Are Satellite Accumulation Points (SAPs) set up to collect the waste generated by weapons maintenance operations? (AFI 21-204, para. 4.3) (C)			
1.1.2.34.1. Is separate SAP established for Resource Conservation and Recovery Act (RCRA) material, 91b waste and potential mixed waste? (AFI 21-204, para. 4.3.2.1, 4.3.2.2 and 4.3.2.3) (C)			
1.1.2.34.2. Is each SAP stenciled with a brief description of it's contents that contrast with the drum's color, e.g. "Potentially 91b Waste", etc? (AFI 21-204, para. 4.3.2.2 and 4.3.2.3) (C)			
1.1.2.34.3. Is local bioenvironmental channel notified when pickup and disposal is required? (AFI 21-204, para. 4.3.2) (C)			
1.1.2.35. (V) Are hoist test reports documenting initial inspection, repair and/or alteration of equipment maintained by the user? (AFOSH 91-46, para. 7.2.8) (N/O/C)			
1.1.2.36. (V) Validate equipment and authorizations against appropriate Allowances Standards? (para. 1.4.3.6) (C)			
1.1.2.37. (V) Appoint all certifying officials in writing? (This includes QA certifying officials) (para. 1.4.3.11 and AFSPCSUP1, para. 1.4.3.11) (C)			
1.1.2.38. Review nuclear maintenance related checklists? Ensure that they are approved prior to use IAW AFI 91-101? (Para. 1.4.3.14) (N/O/C)			
1.1.2.39. (V) Publish emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions and contingency support? (para. 1.4.3.15) (N/O/C)			
1.1.2.40. (V) Have a Hazardous Waste Program established or ensure waste is disposed of IAW applicable directives? (para. 1.4.3.16) (C)			
1.1.2.41. (V) Ensure the Unit Manning Document (UMD)/unit manning personnel roster (UMPR) mirrors the approved organizational structure? Ensure actions are taken to correct discrepancies? (AFSPCSUP1, para. 1.4.3.25) (C)			
1.1.2.42. (V) Ensure the Master Training Plan is established? (AFSPCSUP1, para. 1.4.3.28) (C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.2.43. (V) Review and evaluate management and production effectiveness? Analyze personnel and equipment performance history using QA reports? Initiate management actions to meet new workloads or correct reported/perceived deficiencies? (AFSPCSUP1, para. 1.4.3.35) (C)			
1.1.2.44. (V) Ensure a corrosion control program and refurbishment for Tool, Test, Tiedown, and Handling Equipment (TTH&E) is implemented and effectively managed? (AFSPCSUP1, para. 1.4.3.38) (C)			
1.1.2.45. (V) Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support and test equipment and forwarded to appropriate activity for scheduled inspection, calibration or repair? (AFSPCSUP1, para. 1.4.3.39) (N/O/C)			
1.1.2.46. (V) Identify requirements to the bioenvironmental engineering to ensure facilities meet AF industrial environmental standards IAW AFI 91-302, <i>Air Force Occupational and Environmental Safety, Fire Protection, and Health Standards</i> ? (AFSPCSUP1, para. 1.4.3.47) (C)			
1.1.2.47. (V) Ensure semi-annual self-assessment is accomplished using the command inspection checklist? (AFSPCSUP1, para. 1.4.3.51) (C)			
1.1.2.48. (V) Ensure a facility plan is developed specifying maintenance, upgrade and replacement projects and major impact programs, i.e. new construction, impacts on Lightning Protection System (LPS), Nuclear Surety and future systems, for munitions facilities? (AFSPCSUP1, para. 1.4.3.53) (C)			
1.1.2.49. Maintain the minimum number of spares directed by MAJCOM? (AFSPCSUP1, para. 1.5.2.1) (N/O/C)			
1.1.2.50. Have procedures in place to distinguish between shipping containers containing nuclear warheads, training warheads and empty containers? (AFI 91-114, para.13) (C)			
1.1.3. Does the Section/Element Supervisor:			
1.1.3.1. Identify no-lone zones? (AFI 91-104, para. 1.2) (N/O/C)			
1.1.3.2. Ensure nuclear weapons are not used when troubleshooting equipment faults? (AFI 91-101, para. 1.3.1 & AFI 91-114, para. 11) (N/O/C)			
1.1.3.3. Minimize the exposure (vulnerability) of weapon(s) during transport procedures? (DoD 5210.41M, para. 8.A.2.a) (N/O/C)			
1.1.3.4. Use only authorized or certified equipment and AF approved Technical Orders and checklists when working with nuclear weapons or certified critical components? (AFI 91-101, AFSPCSUP1, para. 2.9 & AFI 91-114, para. 4.1.4) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.3.5. Comply with the Two-Person Concept? (AFI 91-101, AFSPCSUP1, para 2.9.7/2.10 & AFI 91-104, para. 3.4) (N/O/C)			
1.1.3.6. Ensure two interim PRP certified individuals do not form a Two-Person Concept team? (AFI 91-104, para. 1.6.4) (N/O/C)			
1.1.3.7. Limit initial entry into no-lone zones to authorized individuals only? (AFI 91-104, para. 1.2) (N/O/C)			
1.1.3.8. Certify munitions personnel using a trainer prior to allowing them to work on or handle WR assets? (para. 3.4.1 & 4.1.4) (N/C)			
1.1.3.9. Have controls in place to provide a positive means of distinguishing between nuclear weapons and training shapes? (AFI 91-114, para.13) (N/O/C)			
1.1.3.10. Ensure personnel who handle or perform maintenance on nuclear weapons are limited to a 12-hour continuous duty period and waived only by the group commander or equivalent during emergencies and advanced defense readiness? (para. 4.1.2) (N/O/C)			
1.1.3.11. Identify critical components requiring Two-Person Concept by placing a label or tag on the outside of the item? (AFI 91-105, para's. 5 & 5.1) (N/O/C)			
1.1.3.12. Ensure a clearly marked physical separation exists when training and WR operations are taking place at the same time? (para. 4.1.8) (N/O/C)			
1.1.3.13. Ensure weapons to be shipped have a minimum of 6 months (unless otherwise directed by HQ AFSPC/LCMW) remaining on the LLC? (para. 4.1.9) (N/C)			
1.1.3.14. (V) Ensure certifying officials are Job Qualification Standard (JQS) qualified on tasks they certify others to perform? (para. 3.1.3) (N/C)			
1.1.3.15. Ensure a clearly marked physical separation exists when training and WR operations are taking place at the same time? (para. 4.1.8) (N/C)			
1.1.3.16. Ensure training items are not installed on WR items? (para. 4.1.7) (N/O/C)			
1.1.3.17. Require a certified team chief directly supervise every maintenance task performed on WR weapons? (para. 4.1.5) (N/O/C)			
1.1.3.18. Ensure technicians are certified on LLC exchange when assigned weapons are within 3 months of LLC due date? (para 4.1.3) (N/C)			
1.1.3.19. Report nuclear weapon accidents, incidents and safety deficiencies? (AFI 91-204, para. 13.1.4) (N/O/C)			
1.1.3.20. (V) Have a written plan to evacuate personnel from locations containing unpacked electrically initiated explosive devices when a electrical storm is in the near vicinity? (AFMAN 91-201, para. 2.56.1.3.2) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.3.21. Ensure local nuclear certified hoist inspection checklists (daily user, semi-annual, annual) developed and used? (AFOSH 91-46, ATCH 3) (N/C)			
1.1.3.22. (V) Ensure all Locally Manufactured Equipment items are submitted to HQ AFSPC/LCMW for coordination of approval prior to use? (AFI 21-204, para. 4.1.23) (N/C)			
1.1.3.23. (V) Ensure Munitions Control is notified of fire symbol, line number or munitions changes effecting weapons storage and or maintenance facilities as soon as possible after they occur? (para. 1.4.4.18) (N/O/C)			
1.1.3.24. (V) Ensure slings, hooks, hoists and other munitions lifting devices are inspected IAW AFOSH 91-46 and item technical orders as applicable? (para. 1.4.4.21) (N/O/C)			
1.1.3.25. (V) Ensure repairs or modifications are not made to weapons or weapon equipment unless authorized by technical data or authorized and coordinated through appropriate channels? (para. 1.4.4.29) (N/O/C)			
1.1.3.26. (V) Ensure that crew briefings are given before the start of any weapons operation IAW AFI 91-101, AFMAN 91-201 and Technical Order (TO) 11N-45-51, Transportation of Nuclear Weapons Material , series? (para. 1.4.4.36) (N/O/C)			
1.1.3.27. (V) Ensure personnel are current on Explosive, Missile Safety and Nuclear Surety training, as required? (para. 1.4.4.47) (N/O/C)			
1.1.3.28. Ensure compliance with Nuclear Certified Equipment Standards in the Master Nuclear Certification List (MNCL)? (para. 1.4.4.51) (N/O/C)			
1.1.3.29. (V) Are lesson plans developed for all certifiable tasks and other items called out in paragraph 1.4.4.24.2 of AFSPCSUP1? (AFSPCSUP1, para. 1.4.4.24.2) (N/C)			
1.1.3.30. (V) Ensure compliance with Tool and Equipment Management procedures as outlined in Chapter 13 of AFI 21-101, with the exception of aircraft, load crew and flight-line specific entries? (AFSPCSUP1, para. 1.4.4.56) (N/O/C)			
1.1.3.31. (V) Manage and maintain the SCR IAW Chapter 18 of AFI 21-101? (AFSPCSUP1, para.1.4.4.57) (N/O/C)			
1.1.3.32. (V) Ensure munitions team using vehicles, to include forklifts, to transport munitions maintain radio contact with munitions control? (AFSPCSUP1, para. 1.4.4.68) (N/O/C)			
1.1.3.33. Provide initial and annual radiation safety training to personnel whose dose may expose them to potential hazards? (AFI 91-108, para's. 9.4, 11.2, 13.1 & AFI 91-108, AFSPCSUP1, para 3.3) (N/C)			
1.1.3.34. Notify the environmental health office of pregnant employees whose duties expose them to radiation? (AFI 91-108, para. 13.4) (C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.3.35. (V) Is the AF Form 2435 used to monitor/record certifications and proficiency checks? Are they re-accomplished properly when needed, i.e. "transcribed" is entered in block 11 of new form, current certifying official enters, signs and dates a statement on the new form? Are de-certification actions done and properly documented? (AFI 21-204, para. 3.4.2.1, 3.4.2.2.6, 3.4.2.3 and 3.4.2.2.6.2) (N/O/C)			
1.1.3.36. Ensure nuclear weapons are not moved outside a Priority A restricted area during hours of darkness or severe weather except when the Wing Commander or equivalent authorizes such movement? (para. 4.1.20) (N/O/C)			
1.1.3.37. (V) Is acceptance of non-repairable discrepancies on trainers requested from Nuclear Weapons Directorate (NWD)? (AFI 21-204, para. 4.1.19) (C)			
1.1.3.38. Review maintenance actions and by 1 February each year, provide HQ AFSPC/LCMW with limited life component requirements for the next calendar year? Is information provided in the correct format? (AFSPCSUP1, para. 1.5.3) (C)			
1.1.3.39. Are Satellite Accumulation Points (SAPs) set up to collect the waste generated by weapons maintenance operations? (AFI 21-204, para. 4.3) (C)			
1.1.3.39.1. Is separate SAP established for Resource Conservation and Recovery Act (RCRA) material, 91b waste and potential mixed waste? (AFI 21-204, para. 4.3.2.1, 4.3.2.2 and 4.3.2.3) (C)			
1.1.3.39.2. Is each SAP stenciled with a brief description of it's contents that contrast with the drum's color, e.g. "Potentially 91b Waste", etc? (AFI 21-204, para. 4.3.2.2 and 4.3.2.3) (C)			
1.1.3.39.3. Is local bioenvironmental channel notified when pickup and disposal is required? (AFI 21-204, para. 4.3.2) (C)			
1.1.3.40. (V) Are hoist test reports documenting initial inspection, repair and/or alteration of equipment maintained by the user? (AFOSH 91-46, para. 7.2.8) (N/O/C)			
1.1.3.41. (V) Review and evaluate QA and other inspection reports? Take corrective action when needed? (para. 1.4.4.9) (C)			
1.1.3.42. (V) Review new, revised or changed publications and advise personnel of any significant changes? Determine if new or changed publications affect qualifications of personnel or established procedures? (para. 1.4.4.11) (N/O/C)			
1.1.3.43. (V) Ensure tools and equipment are properly maintained and calibrated IAW Technical Order (TO) 00-20-14, <i>Air Metrology and Calibration Program</i> ? (para. 1.4.4.12) (N/O/C)			
1.1.3.44. (V) Enforce supply discipline? Conduct 30,60 and 90-day follow-ups on all maintenance items ordered through any source (supply, Kansas City Plant (KCP))? Notify AFSPC/LCMW when items are not received by the 120-day point, or sooner if item is mission critical? (para.1.4.4.13 and AFSPCSUP1, para. 1.4.4.13.1) (C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.3.45. (V) Mange tool storage and replacement, bench stock and operating stock, if required? Spot check bench stock and operating stock to ensure compliance and supply discipline? (para.1.4.4.14 and AFSPCSUP1, para. 1.4.4.14) (C)			
1.1.3.46. (V) Ensure adequate tool kits and special tools are available and controlled? (para. 1.4.4.15) (N/O/C)			
1.1.3.47. (V) Ensure Deficiency Reports (DRs) are accomplished IAW TO 00-35D-54, USAF Deficiency Reporting and Investigation System? (para. 1.4.4.19) (C)			
1.1.3.48. (V) Ensure flammable and combustible liquids are stored according to AFOSH STD 91-43, Flammable and Combustible Liquids , and AFMAN 91-201? (para. 1.4.4.41) (C)			
1.1.3.49. (V) Ensure respirators are worn, inspected and stored, if required, IAW AFOSH STD 91-31, Personnel Protective Equipment? (para. 1.4.4.42) (C)			
1.1.3.50. (V) Ensure fire extinguisher inspections are performed and documented as required in AFOSH STD 91-56, Fire protection and Prevention? (para. 1.4.4.44) (C)			
1.1.3.51. (V) Ensure cleaning fluids are used in well-ventilated rooms as outlined in AFOSH STD 48-8, Controlling Exposure to Hazardous Materials? (para. 1.4.4.45) (C)			
1.1.3.52. (V) Maintain a copy of Material Safety Data Sheets (MSDS) for applicable hazardous consumables? Ensure all personnel have access to MSDSs? (para.1.4.4.46) (C)			
1.1.3.53. (V) Designate a primary trainer and at least one alternate trainer to accomplish work center technical training? (AFSPCSUP1, para.1.4.4.24.1) (C)			
1.1.3.54. (V) Review all lesson plans annually for technical accuracy? (AFSPCSUP1, para.1.4.4.24.2.1) (C)			
1.1.3.55. (V) Monitor shift manning/ scheduling; distribution of supervision, equipment requirements, considers additional duties, leaves, training and work details to provide maximum capability and minimize work force degradation? Ensure assigned personnel are rotated through all duty shifts? (AFSPCSUP1, para. 1.4.4.26) (C)			
1.1.3.56. (V) Maintain a current copy of applicable section Allowance Standards (AS)? (AFSPCSUP1, para. 1.4.4.52) (C)			
1.1.3.57. (V) Maintain the R-14 (CA-CRL) master ID listing? (AFSPCSUP1, para. 1.4.4.53) (C)			
1.1.3.58. (V) Perform weekly production and supervisory spot inspections? (AFSPCSUP1, para. 1.4.4.55) (C)			
1.1.3.59. (V) Ensure a Master Training Plan is established? (AFSPCSUP1, para. 1.4.4.58) (C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
1.1.3.60. (V) Ensure TOs needed for the function are on hand and properly maintained? (AFSPCSUP1, para. 1.4.4.65) (N/O/C)			
1.1.3.61. (V) Ensure semi-annual self-assessment is accomplished using the Command Inspection Checklist? (AFSPCSUP1, para.1.4.4.67) (C)			
1.1.3.62. (V) Ensure emergency eyewash and showers are maintained per AFOSH STD 91-32, <i>Emergency Shower and Eyewash Units</i> ? (para. 1.4.4.40) (C)			
1.1.3.63. (V) Ensure oily rags and other wastes are stored in proper containers emptied daily per AFOSH STD 91-56? (para. 1.4.4.43) (C)			
1.1.3.64. Have procedures in place to distinguish between shipping containers containing nuclear warheads, training warheads and empty containers? (AFI91-114, para. 13)(C)			
1.1.4. Does QA/WSE:			
1.1.4.1. (V) Ensure they are qualified to evaluate tasks he/she certifies personnel to perform? (para. 3.1.2) (N/O/C)			
1.1.4.2. (V) Ensure they have received the appropriate EPEs? (para. 3.1.3/4) (N/O/C)			
1.1.4.3. (V) Ensure, if certified, they do not certify themselves? (para. 3.1.5.) (N/O/C)			
1.1.4.4. (V) Ensure that they are applying the proper pass/fail standards to nuclear weapon maintenance and handling tasks? (para. 3.3.3) (N/O/C)			
1.1.4.5. (V) Identify deficiencies/problem areas and recommend improvements? (para. 3.2.2) (C)			
1.1.4.6. (V) Monitor currency, accuracy and applicability of technical data? Annually review lesson plans for adequacy and technical accuracy? (para. 3.2.3 and AFSPCSUP1, para. 3.2.3.1) (N/C)			
1.1.4.7. (V) Administer the Munitions Standardization Evaluation Program (MUSEP) program to assess maintenance capability and effectiveness of procedures, facilities, equipment, vehicles and technical data? (AFSPCSUP1, para. 3.2.4.1) (N/C)			
1.1.4.8. (V) Review annually, or when changes occur, the master Career Field Education Training Plan (CFETP) and assist work center supervisors in identifying training requirements and task coverage? (AFSPCSUP1, para. 3.2.4.4) (C)			
1.1.4.9. (V) Monitor and review the status and applicability of all local directives and operating instructions that impact munitions for accuracy and intent prior to approval and annually? (AFSPCSUP1, para. 3.2.4.6) (N/C)			
1.2. NON-CRITICAL ITEMS:	YES	NO	N/A
1.2.1. Does the Squadron Commander:			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.1.1. (V) Ensure Munitions Control has adequate communications capability to carry out its function, to include access to Classified Defense Messaging Service (DMS) and Unclassified DMS within the Weapon Storage Area (WSA)? (AFSPCSUP1, para. 1.4.2.5) (N/O/C)			
1.2.1.2. Coordinate quarterly with the MXG/CC, and prioritize nuclear maintenance facility work orders? (AFSPCSUP1, para. 1.4.2.15) (C)			
1.2.1.3. Ensures the squadron develops an effective nuclear maintenance training program to include adequate personnel and equipment? (The Squadron/CC has overall responsibility for the training of maintenance personnel.) (AFSPCSUP1, para. 1.4.2.17) (N/C)			
1.2.1.4. (V) Ensure squadrons comply with provisions in AFI 10-201, <i>Status of Resources and Training Systems</i> ? (AFSPCSUP1, para. 1.4.2.18) (C)			
1.2.1.5. Ensure effective management of the Squadron's nuclear maintenance training program IAW AFI 36-2201? (AFSPCSUP1, para. 1.4.2.19) (N/O)			
1.2.1.6. Approve user identified Test Measurement and Diagnostic Equipment (TMDE) "priority" listing for nuclear weapons maintenance? (AFSPCSUP1, para. 1.4.2.21) (N/C)			
1.2.1.7. (V) Ensure nuclear weapons maintenance personnel comply with all applicable AFOSH standards? (AFSPCSUP1, para. 1.4.2.22) (C)			
1.2.1.8. (V) Designate an individual as a focal point for waste management IAW Para. 4.3, of AFI 21-204? (AFSPCSUP1, para. 1.4.2.23) (C)			
1.2.2. Does Weapons/Munitions Supervision:			
1.2.2.1. Have procedures in place to distinguish between shipping containers containing nuclear warheads, training warheads and empty containers? (AFI 91-114, para. 13) (N)			
1.2.2.2. Limit the number of personnel in a no-lone zone consistent with the task(s) being performed? (AFI 91-104, AFSPCSUP1, para. 3.4.1) (N/C)			
1.2.2.3. Keep personnel intrinsic radiation exposures as low as reasonably achievable? (AFI 91-108, para. 9.1) (N/C)			
1.2.2.4. Provide initial and annual radiation safety training to personnel whose dose may expose them to potential hazards? (AFI 91-108, para's. 9.4, 11.2, 13.1 & AFI 91-108, AFSPCSUP1, para 3.3) (N)			
1.2.2.5. Notify the environmental health office of pregnant employees whose duties expose them to radiation? (AFI 91-108, para. 13.4) (N)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.2.6. (V) Prepare and send Container Asset Report (CAR) as required? (para. 11.3) (N/C)			
1.2.2.7. Is acceptance of non-repairable discrepancies on trainers requested from NWD? (AFI 21-204, para. 4.1.19) (N)			
1.2.2.8. Review maintenance actions and by 1 February each year, provide HQ AFSPC/ LCMW with limited life component requirements for the next calendar year? Is informa- tion provided in the correct format? (AFSPCSUP1, para. 1.5.3) (N)			
1.2.2.9. Are Satellite Accumulation Points (SAPs) set up to collect the waste generated by weapons maintenance operations? (AFI 21-204, para. 4.3) (N)			
1.2.2.9.1. Is separate SAP established for Resource Conservation and Recovery Act (RCRA) material, 91b waste and potential mixed waste? (AFI 21-204, para. 4.3.2.1, 4.3.2.2 and 4.3.2.3) (N)			
1.2.2.9.2. Is each SAP stenciled with a brief description of it's contents that contrast with the drum's color, e.g. "Potentially 91b Waste", etc? (AFI 21-204, para. 4.3.2.2 and 4.3.2.3) (N)			
1.2.2.9.3. Is local bioenvironmental channel notified when pickup and disposal is required? (AFI 21-204, para. 4.3.2) (N)			
1.2.2.10. Validate equipment and authorizations against appropriate Allowances Stan- dards? (para. 1.4.3.6) (N)			
1.2.2.11. (V) Have a program for control of assigned Land Mobile Radios established? (para. 1.4.3.7) (C)			
1.2.2.12. Appoint all certifying officials in writing? (This includes QA certifying offi- cials) (para.1.4.3.11 and AFSPCSUP1, para. 1.4.3.11) (N)			
1.2.2.13. Ensure time change forecasting is accomplished by using the Location Inven- tory Listing (LIL) provided to each base? (AFSPCSUP1, para. 1.4.3.54) (N/C)			
1.2.2.14. (V) Ensure sufficient computer systems are assigned to support network and modem interface with all weapons sections, automated training systems and other agen- cies, <i>exception</i> DTRA DIAMONDS provided equipment? (AFSPCSUP1, para. 1.4.3.23) (N/O/C)			
1.2.2.15. (V) Ensure skill levels are awarded to individuals meeting the qualification cri- teria and that they are reflected in the personnel data subsystem? (AFSPCSUP1, para. 1.4.3.26) (C)			
1.2.2.16. (V) Ensure all upgrade-training requirements are met prior to upgrade? (AFSPCSUP1, para. 1.4.3.29) (C)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.2.17. (V) Ensure all 2W2X1 Occupational Surveys are completed and returned to the squadron training section? (AFSPCSUP1, para. 1.4.3.31) (C)			
1.2.2.18. (V) Establish requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced? (AFSPCSUP1, para. 1.4.3.36) (N/O/C)			
1.2.2.19. (V) Track unserviceable and repairable items for repair action as soon as parts and/or maintenance are available? (AFSPCSUP1, para. 1.4.3.37) (C)			
1.2.2.20. (V) Ensure equipment status and historical documents are kept as required and maintained according to TO 00-20 series technical orders? (AFSPCSUP1, para. 1.4.3.40) (N/O/C)			
1.2.2.21. (V) Evaluate all AFTO Forms 22, Technical Manual tm Change Recommendation and Reply , for accuracy and applicability prior to submission to 20AF/LGMW? (AFSPCSUP1, para. 1.4.3.44) (C)			
1.2.2.22. (V) Ensure participation in a recognition program? (AFSPCSUP1, para. 1.4.3.50) (C)			
1.2.3. Does Section/Element Supervisor:			
1.2.3.1. (V) Use technically knowledgeable individuals, not involved in the operation, to perform the visual inspection requirements of TO11N-35-51, General Instructions Applicable to Nuclear Weapons ? (11N-35-51 para. 2.4.7.2 & 21-204 para. 4.1.11) (N/O/C)			
1.2.3.2. Have procedures in place to distinguish between shipping containers containing nuclear warheads, training warheads and empty containers? (AFI 91-114, para. 13) (N)			
1.2.3.3. Limit the number of personnel in a no-lone zone consistent with the task(s) being performed? (AFI 91-104 AFSPCSUP1, para. 3.4.1) (N/C)			
1.2.3.4. Keep personnel intrinsic radiation exposures as low as reasonably achievable? (AFI 91-108, para. 9.1) (N/C)			
1.2.3.5. Provide initial and annual radiation safety training to personnel whose dose may expose them to potential hazards? (AFI 91-108, para's. 9.4, 11.2, 13.1 & AFI 91-108, AFSPCSUP1, para 3.3) (N)			
1.2.3.6. Notify the environmental health office of pregnant employees whose duties expose them to radiation? (AFI 91-108, para. 13.4) (N)			
1.2.3.7. (V) Prepare and send Container Asset Report as required? (para. 11.3) (N/C)			
1.2.3.8. Is acceptance of non-repairable discrepancies on trainers requested from NWD? (AFI 21-204, para. 4.1.19) (N)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.3.9. Review maintenance actions and by 1 February each year, provide HQ AFSPC/LCMW with limited life component requirements for the next calendar year? Is information provided in the correct format? (AFSPCSUP1, para. 1.5.3) (N)			
1.2.3.10. Are Satellite Accumulation Points (SAPs) set up to collect the waste generated by weapons maintenance operations? (AFI 21-204, para. 4.3) (N)			
1.2.3.10.1. Is separate SAP established for Resource Conservation and Recovery Act (RCRA) material, 91b waste and potential mixed waste? (AFI 21-204, para. 4.3.2.1, 4.3.2.2 and 4.3.2.3) (N)			
1.2.3.10.2. Is each SAP stenciled with a brief description of it's contents that contrast with the drum's color, e.g. "Potentially 91b Waste", etc? (AFI 21-204, para. 4.3.2.2 and 4.3.2.3) (N)			
1.2.3.10.3. Is local bioenvironmental channel notified when pickup and disposal is required? (AFI 21-204, para. 4.3.2) (N)			
1.2.3.11. (V) Ensure scheduled and unscheduled maintenance actions are identified and completed? (para.1.4.4.2) (C)			
1.2.3.12. Review and evaluate QA and other inspection reports? Take corrective action when needed? (para. 1.4.4.9) (N)			
1.2.3.13. Review new, revised or changed publications and advise personnel of any significant changes? Determine if new or changed publications affect qualifications of personnel or established procedures? (para. 1.4.4.11) (N)			
1.2.3.14. (V) Ensure adequate tool kits and special tools are available and controlled? (para. 1.4.4.15) (N/O/C)			
1.2.3.15. (V) Maintain AFTO Form 95, Significant Historical Data , according to TO 00-20-5, <i>Aerospace Vehicle Inspection and Documentation</i> ? (para. 1.4.4.16) (N/C)			
1.2.3.16. (V) Ensure instructions are available to include proper use, maintenance and safety for electric/hydraulic powered tools (e.g. saws, heat sealers, banding equipment, etc.)? (para. 1.4.4.23) (C)			
1.2.3.17. (V) Ensure training is documented on appropriate CFETP or an AF Form 797, Job Qualification Standard Continuation/command JQS ? (para.1.4.4.24) (N/O/C)			
1.2.3.18. (V) Evaluate all AFTO Forms 22, Technical Order Improvement , for accuracy and applicability? (para. 1.4.4.31) (C)			
1.2.3.19. Ensure emergency eyewash and showers are maintained per AFOSH STD 91-32? (para. 1.4.4.40) (N)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.3.20. Ensure flammable and combustible liquids are stored according to AFOSH STD 91-43 and AFMAN 91-201? (para. 1.4.4.41) (N)			
1.2.3.21. Ensure oily rags and other wastes are stored in proper containers emptied daily per AFOSH STD 91-56? (para. 1.4.4.43) (N)			
1.2.3.22. Ensure fire extinguisher inspections are performed and documented as required in AFOSH STD 91-56? (para.1.4.4.44) (N)			
1.2.3.23. Maintain a copy of MSDS for applicable hazardous consumables? Ensure personnel have access to MSDSs? (para. 1.4.4.46) (N)			
1.2.3.24. (V) Ensure designated trainers must meet minimum trainer requirements in Chapter 6 of AFI 36-2201, Volume 3? (AFSPCSUP1, para. 1.4.4.24.1.1) (C)			
1.2.3.25. (V) Ensure trainers attend the ICBM Maintenance Instructional Techniques Course (MITC)? (The Munitions Flt CC/Supt may authorize a trainer to conduct unsupervised training prior to completing the MITC. Instructors so approved must attend the MITC at the earliest possible date.) (AFSPCSUP1, para. 1.4.4.24.1.3) (C)			
1.2.3.26. Review all lesson plans annually for technical accuracy? (AFSPCSUP1, para. 1.4.4.24.2.1) (N)			
1.2.3.27. (V) Ensure all upgrade-training requirements are met prior to upgrade? (AFSPCSUP1, para. 1.4.4.59) (C)			
1.2.3.28. (V) Ensure skill levels are awarded to individuals meeting the qualification criteria and that they are reflected in the personnel data subsystem? (AFSPCSUP1, para. 1.4.4.60) (C)			
1.2.3.29. (V) Ensure all 2W2X1 Occupational Surveys are completed and returned to the squadron training section? (AFSPCSUP1, para. 1.4.4.63) (C)			
1.2.3.30. (V) Manage the section's repair cycle program to include Unit Spares Authorization Listing (USAL) and Standard Base Supply System (SBSS) requisitions? (AFSPCSUP1, para. 1.4.4.64) (C)			
1.2.4. Does QA/WSE:			
1.2.4.1. (V) Provide commanders and supervisors with an objective assessment of assigned weapons systems, maintenance programs and resources? (AFSPCSUP1, para. 3.2.4.2) (C)			
1.2.4.2. (V) Comply with sampling requirements as stated in AFI 21-204 and AFSPCSUP1 of 21-204? (AFSPCSUP1, para. 3.2.4.3) (N)			
1.2.4.3. (V) Manage the technical order improvement-reporting program? (AFSPCSUP1, para. 3.2.4.7) (N/C)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
1.2.4.4. (V) Ensure that alternate WSEs perform QA duties only in the absence of the primary WSE? (AFSPCSUP1, para. 3.2.5.4) (N/C)			
1.2.4.5. (V) Ensure that EPEs are documented on AF Form 2419, Routing and Review of Quality Control Reports , or locally developed form and maintained in the evaluators training record? (AFSPCSUP1, para. 3.2.5.7) (C)			
SECTION 2: STORAGE PRACTICES MISSION STATEMENT: To ensure Munitions Storage Practices are in compliance with current directives and instructions. NOTE: All references are from AFMAN 91-201 unless otherwise stated. NOTE: When you see (V) immediately following the checklist number, it denotes that the item also applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections.			
2.1. CRITICAL ITEMS:	YES	NO	N/A
2.1.1. Are TO 11N-20-7, Nuclear Safety Criteria , safety limits being complied with? (11N-20-7, section 4) (N/O/C)			
2.1.2. (V) Are established explosive limits being complied with? (para.1.1.4 and 2.5) (N/O/C)			
2.1.3. (V) Are lightning protection systems being inspected and tested IAW Department of Defense (DOD) STD 6055.9, DOD Ammunition and Explosives Safety Standard ? (DOD 6055.9, para.C7.3) (N/C)			
2.1.4. Are unit's nuclear weapons in serviceable condition? (AFPD 21-2, Nonnuclear and Nuclear Munitions , para.1) (N/O/C)			
2.1.5. Are nuclear munitions in less than serviceable condition appropriately identified, reported, and returned to serviceable condition, or disposed of, as soon as possible? (AFPD 21-2, para.4) (N/C)			
2.1.6. Are nuclear assets maintained in fully assembled configurations except during maintenance and as directed by HQ AFSPC/LCMW? (AFI 21-204, para.4.1.1) (N/C)			
2.1.7. Is the unit ensuring nuclear weapons and conventional munitions are not stored together except when approved by HQ AFSPC/LCMW? (AFI 91-101, para.1.3.3) (If MK-12/12A forward shroud is stored with nuclear weapons, approval is required) (N/C)			
2.1.8. (V) Are explosive limits clearly marked in locations where explosives are stored? (para.2.5.1) (N/O/C)			
2.1.9. (V) Are operating and personnel limits posted in all explosive operating locations? (para.2.5.2. and 2.5.3) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
2.1.10. (V) Are fire drills conducted within the storage area at intervals not to exceed six months? (para.2.19) (N/C)			
2.1.11. (V) Besides automatic alarm systems, do explosive operations buildings have an audible manually operated fire evacuation alarm? (para.2.20) (N/O/C)			
2.1.12. (V) Do igloo ventilators have five-foot firebreak around them? (para.2.21.3) (N/C)			
2.1.13. (V) Are flammable storage areas located at least 50 feet from explosive locations? (para. 2.21.6.4) (N/C)			
2.1.14. (V) Are vehicles parked at least 100 feet from explosive facilities unless loading or unloading? (para. 3.17.1) (N/C)			
2.1.15. (V) As a minimum, are there two serviceable fire extinguishers available for use at locations where explosives are being handled? (para. 2.22.1) (N/O/C)			
2.1.16. (V) Do weapon locations align with Munitions Control's map or listing? (para. 2.18.2) (N/O/C)			
2.1.17. (V) Are explosive locations sited as required? (para. 4.2 and 4.4) (N/O/C)			
2.1.18. (V) Are ventilator fusible links unpainted, serviceable, properly installed and rated for 155 to 165 degrees Fahrenheit? (para. 2.27.8) (N/C)			
2.1.19. (V) Is there at least 24 inches of earth cover on the igloos? (para.2.27.5) (N/C)			
2.1.20. (V) Are wheeled containers/dolly trucks/bolsters properly immobilized? (11N-35-51, para. 2-7.2 and specific item 11N series TO) (N/O/C)			
2.1.21. Does a Sole Vouching Authority (SVA) control access to the immediate area where nuclear weapons are located? (AFI 21-204, para. 7.1.3) (N/O/C)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. (V) Do weapon Inspection Record Cards (IRC) reflect correct information? (T.O.11N-35-7, <i>Inspection Record Cards</i>) (N/C)			
2.2.2. Is the unit ensuring no signs or devices are used externally to identify buildings as no-lone zones? (AFI 91-105, para. 5.3) (N/O/C)			
2.2.3. (V) Does the unit have an adequate water supply available to fight fires? (para. 2.23) (N/C)			
2.2.4. (V) Do storage structures have ventilation or other suitable means of air circulation or dehumidification? (para. 2.27.6 and 4.39) (Steel arch, earth covered igloos may be built without roof ventilators for integrity of the faraday cage lightning protection system) (N/C)			
2.2.5. (V) Do igloo ventilators function properly? (para. 2.27.8) (N/C)			

NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.6. (V) Are inert explosive training items physically separated from the live items they represent when stored? (para. 2.27.12) (N/C)			
2.2.7. (V) Are static bonding straps inspected visually for breaks and corroded connections quarterly and are suspect connections tested for continuity, brought up to required standards, and re-tested before starting operations? (para. 2.53.2.1) (N/O/C)			
2.2.8. (V) Are only small stocks of flammable materials, such as paints and solvents, stored in explosive operating locations? (para. 2.21.6.5) (N/C)			
SECTION 3: KEY AND LOCK CONTROL AND WEAPONS STORAGE AREA AUTHORIZATION LISTING (WSAAL) MISSION STATEMENT: To ensure Munitions Key and Lock Control and WSAAL are in compliance with current directives and instructions. NOTE: All references are from AFI 21-204 unless otherwise stated.			
3.1. CRITICAL ITEMS:	YES	NO	N/A
3.1.1. Do the High Security (HS) locks and hasps used on nuclear maintenance and storage structures meet the requirements of DOD 5210.41M and AFI 31-209, <i>Air Force Resource Protection Program</i> ? (para. 6.2.2.1) (N/O/C)			
3.1.2. Are High Security (HS) keys controlled as SECRET material? (para. 6.1.1) (N/O/C)			
3.1.3. Does the unit ensure no one individual is given both combinations to key container(s) or locks, or has physical possession of both keys at one time? (para. 6.1.1) (N/O/C)			
3.1.4. Are HS locks or cylinders replaced if the key is compromised? (para. 6.1.7) (N/O/C)			
3.1.5. Has the unit commander designated in writing the personnel authorized to issue or receive HS keys? (para. 7.3.1.1) (N/O/C)			
3.1.6. Do HS key boxes provide required security? (DOD 5210.41M, para 5E2.b (6)(f) (N/O/C)			
3.1.7. Is the unit ensuring the Security Forces (SF) do not have the combinations to the HS key boxes? (para. 6.1.1.4) (N/O/C)			
3.1.8. Does the unit maintain the responsibility to safeguard or issue keys and ensure only authorized personnel receive HS keys when they are kept in the SF's entry control point? (para. 6.1.1.4) (N/O/C)			
3.1.9. Are HS key issues and inventories being properly documented on AF Form 2432, Key Issue Log ? (para. 6.3.3) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
3.1.10. Are separate key logs being used for the primary, spare and control HS key sets? (para. 6.3.3) (N/C)			
3.1.11. Are HS keys inventoried by local serial number at the end of every shift during which keys were issued (or weekly if keys were not issued)? (para. 6.2.2.7) (N/C)			
3.1.12. Are keys to HS padlocks engraved/stamped with a locally devised serial number and is the manufacturer's serial number, if present, obliterated? (para.6.2.2.4) (N/C)			
3.1.13. Are locally devised serial numbers annotated on the AF Form 2427, Lock and Key Control Register ? (para. 6.2.2.4) (N/C)			
3.1.14. Are locks, cylinders, and keys used on or for nuclear maintenance and storage facilities managed using an AF Form 2427? (para. 6.2.2.3) (N/C)			
3.1.15. If necessary, are the HS locks replaced or rotated annually and is the action documented? (para. 6.2.2.8) (N/C)			
3.1.16. Are HS locks, cylinders and keys physically audited monthly and when appointing new Key and Lock Custodians? (para. 6.3.2) (N/C)			
3.1.17. Is the unit performing only those HS lock maintenance actions listed in TO 44H2-3-1-101, Operation and Maintenance Instruction, High, Medium and Low Security Hardware ? (para. 6.2.2.9) (N/C)			
3.1.18. Does the unit ensure that cylinders are not interchanged when they are replaced on lock models H-831B and LK 1200? (para. 6.2.2.9) (N/C)			
3.1.19. Does the unit ensure keys to high security padlocks are not duplicated? (para. 6.1.2) (N/O/C)			
3.1.20. Does the unit properly dispose of unserviceable keys, locks and cylinders? (para. 6.2.2.10) (N/O/C)			
3.1.21. Is the unit documenting keys, locks and cylinders removed from the Key Control Program by lining through the appropriate entry on the AF Form 2427? (para. 6.2.2.6) (N/C)			
3.1.22. Are HS reserve keys and spare locks stored in a safe, metal box or similar container protected by a GSA approved 3-position combination lock when not in use? (para. 6.1.11) (N/O/C)			
3.1.23. Does the unit ensure that conventional keys are not stored in the same key box as the keys to nuclear facilities? (para. 6.1.12) (N/O/C)			
3.1.24. Is the unit ensuring that primary keys are stored separate from spare/control (maintenance) keys? (para. 6.1.4) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
3.1.25. Does the Key issuing Authority maintain a current copy of the authorization listing (e.g. WSAAL) and verify authorization prior to issuing or transferring keys? (para. 6.2.3.2) (N/O/C)			
3.1.26. Does security forces authenticate WSAALs and addition letters IAW standard security forces processing procedures for Entry Authorization Listing? (para. 7.3.4) (N/O/C)			
3.1.27. Does the WSAAL OPR make corrections as required, and hand carry WSAAL to the Weapons Custodian, Unit Commander and security activity ensuring the custodian reviews and grants authorized individuals access? (para. 7.3.5.3/4/5) (N/O/C)			
3.1.28. Ensure the Weapons Custodian review includes individuals are not authorized access or knowledge of more than one combination protecting keys to nuclear storage facilities/maintenance bays and personnel have the appropriate credentials for access (e.g., Personnel Reliability Program (PRP)) (para. 7.3.5.3) (N/O/C)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is the unit ensuring a minimum of two keys for each lock/cylinder are maintained serviceable, one of which is the control key? (para. 6.1.3) (N/O/C)			
3.2.2. Has the unit commander appointed in writing a primary and alternate HS key and lock custodian? (para. 6.2.1.1) (N/C)			
3.2.3. Are HS locks inspected and lubricated every six months and is the action documented? (para. 6.2.2.9) (N/C)			
3.2.4. Does a letter document combination changes to HS key boxes?(6.2.2.11) (N/O/C)			
3.2.5. Is the unit ensuring the SF's are not assigned the responsibility of safeguarding and issuing HS keys? (para. 6.1.14) (N/O/C)			
3.2.6. Does the Key and Lock Custodian brief personnel who perform monthly key and lock audits? (para. 6.2.2.5) (N/O/C)			
3.2.7. Do unit personnel physically retain or lock padlocks to the hasp when the entry gate, munitions structure or key container is open? (6.1.10) (N/O/C)			
3.2.8. Does the munitions or squadron maintenance supervisor determine codes and WSAAL descriptions? (para. 7.3.2.1) (N/O/C)			
3.2.9. Does the munitions or maintenance squadron maintenance supervisor designate responsible OPR for maintaining, updating and distributing the WSAAL and change letters? Does he sign the change letters? (para. 7.3.2.1/2) (N/O/C)			
3.2.10. Are change letters certified, authenticated and being distributed to all agencies that receive the WSAAL? Are change letters numbered consecutively? (para. 7.2.11) (N/O/C)			

NON-CRITICAL ITEMS (Con't):	YES	NO	N/A
3.2.11. When information is to be deleted from the WSAAL are all concerned agencies being notified by telephone immediately and then by deletion letter? Is time/agency being documented? (para. 7.2.11.1) (N/O/C)			
3.2.12. Does the WSAAL OPR ensure the work center revise the WSAAL to ensure information for their work center is correct? (para. 7.3.5.2) (N/O/C)			
3.2.13. Are original signatures on one copy of the WSAAL? (para. 7.2.8) (N/O/C)			
SECTION 4: MUNITIONS HANDLING AND TECHNICAL OPERATIONS MISSION STATEMENT: To ensure Munitions Handling and Technical operations are in compliance with current directives and instructions. NOTE: All references are from AFI 21-204 unless otherwise stated. NOTE: When you see (V) immediately following the checklist number, it denotes that the item also applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections. NOTE: When you see (V only) immediately following the checklist number, it denotes that the item only applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections. NOTE: Not all technical operations in paragraph 4.1.5 are mandated for each type of inspection, but if deemed necessary by evaluator, all are open to inspection by specific request.			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. (V) Are operations stopped upon discovery of a defect that causes rejection of a weapon or major component? (para. 4.1.6) (A determination to continue is a management decision that must be based on careful review of the facts and circumstances) (N/O/C)			
4.1.2. Are crew briefings being given before the start of operations involving a War Reserve (WR) weapon and does it include an outline of the operation, nuclear surety IAW 91-101, necessary safety, emergency and intrinsic radiation procedures and two-person concept requirements? (para. 4.1.10) (N/O/C)			
4.1.3. (V) Is the lower 20% of the torque wrench scale not being used during torquing procedures? (TO 32B14-3-1-101, Operating and Servicing Torque Indicating Tools , para 7-3, note) (N/O)			
4.1.4. Are the vehicles, handling and test equipment used in support of nuclear weapons certified IAW the MNCL web site? (AFI 91-103, Air Force Nuclear Safety Certification Program , para's 4.1, 4.2, and 7.7) (N/O/C)			
4.1.5. The unit will be prepared to demonstrate each of the following technical and handling operations during inspections: (TO 11N-25-1, para's 2-2.2, 2-2.9.2, table 2-3 and AFSPCSUP1 3.5.6)			
4.1.5.1. (V) General Maintenance to include: Unpackage, Receipt and Verification Inspection, Pre-Installation Inspection, Package, and Prep for Shipment (N/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
4.1.5.2. LLC Exchange (If any are due within 6 months) (N)			
4.1.5.3. (V) RV Assembly (N)			
4.1.5.4. (V) Install RV (N)			
4.1.5.5. (V) Install RV's. (After the fact) (N)			
4.1.5.6. (V) (MM) Final Assembly Checkout Using RSTS (N/O)			
4.1.5.7. (V) (PK) Fuse Set Verification Test (N)			
4.1.5.8. (V) Any applicable Transfer/Transport tasks (N/O)			
4.1.5.9. (V) (MM) Install Aft Shroud (N)			
4.1.5.10. (V) Inspect RS/RV Components (C)			
4.1.5.11. (V) (PK) Test Arming and Fusing Assembly (C)			
4.1.5.12. (V only) Install Mod 5 kit (C)			
4.1.6. When halting and resuming a WR operation, are team chiefs annotating the last step and reviewing the checklist or technical order to make sure the starting place is correct and no steps have been left out? (para. 4.1.13) (N/O/C)			
4.1.7. (V) Are In-Process Inspections (IPI) being completed as required? (4.1.12 and AFSPCSUP1, para 4.1.12) (N/O/C)			
4.1.8. (V) Are calibration dates on calibrated equipment current? (33K Series TOs) (N/O/C)			
4.1.9. (V) Are Hardness Critical Procedures (HCP) steps accomplished without deviation? (Forward or Introduction to Appropriated Technical Order) (N/O/C)			
4.1.10. (V) Does the maintenance team ensure sequence of procedures for electrical tests do not change? (T. O. 11N-35-51, para 2-3.1) (N/O/C)			
4.1.11. (V) Are technicians certified on the tasks they perform? (para. 3.4.1 and 4.1.4) (N/O/C)			
4.1.12. (V) Are calibration forms and labels properly used? (00-20-14, para. 5) (N/C)			
4.1.13. (V) Are equipment limitations/restrictions adhered to and is the equipment used in the operation serviceable? (MNCL and item specific tech order) (N/O/C)			
4.1.14. (V) Are proficiency evaluations current? (AFI 21-204, para. 3.6.5) (N/O/C)			
4.1.15. (V) When moving/transferring weapons, do technicians ensure that the load is under the rated forklift capacity and cargo is properly secured to the forklift? (11N-45-51C, para. 3-2.3, 4-6.1 and item specific TO) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
4.1.16. (V) Is tie-down equipment (chains, straps, tie-down devices) inspected for serviceability prior to use? (11N-45-51, para. 1-15, 1-16, 11N-45-51C, <i>Transportation of Nuclear Weapons Material</i> , para. 3-2.4) (N/O/C)			
4.1.17. Are vehicles used in the transportation of nuclear weapons inspected prior to use? (11N-45-51C, para. 4-3.1.a) (N/O/C)			
4.1.18. (V) Are inspection procedures for hoists being followed? (AFOSH 91-46, chapter 7) (N/O/C)			
4.1.19. (V) Are all periodic inspections (lubrications, functional checks, and prior to use inspections) performed on equipment? (Specific item tech order) (N/O/C)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. (V) Is equipment clean? (Specific item tech order) (N/O/C)			
4.2.2. (V) When stored, are torque wrenches run down to the lowest setting? (TO 32B-14-3-1-101, para 7-4, CAUTION) (N/C)			
4.2.3. (V) Do torque wrenches identify direction of use? (TO 32B-14-3-1-101, para. 7-4) (N/O/C)			
4.2.4. (V) Are type III torque wrenches cycled prior to use? (TO 32B-14-3-1-101, para. 7-3, <i>NOTE</i>) (N/O/C)			
4.2.5. (V) Are personnel able to identify, properly use, and aware of safety precautions for hazardous expendable materials used during weapon and support equipment maintenance? (11N-35-51, para. 2-8, 2-9) (N/O/C)			
4.2.6. (V) Are equipment conditions and inspections correctly documented? (TO 00-20-1, <i>Aerospace Equipment Maintenance General Policy and Procedures</i> , chapter 7) (N/O/C)			
SECTION 5: MUNITIONS CONTROL MISSION STATEMENT: To ensure Munitions Control is in compliance with current directives and instructions. NOTE: All references are from AFI 21-204 unless otherwise stated. NOTE: When you see (V) immediately following the checklist number, it denotes that the item also applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections.			
5.1. CRITICAL ITEMS: Does Munitions Control	YES	NO	N/A
5.1.1. (V) Report fire symbol and TO 11N-20-11, <i>General Firefighting Guidance</i> , line number changes to the fire department as they occur and document notification? (AFI 21-204, para. 2.4.2) (N/O/C)			

CRITICAL ITEMS (Con't): Does Munitions Control	YES	NO	N/A
5.1.2. Notify security force of movements or rewarehousing which affects the status of storage/maintenance facilities and document notification? (AFI 21-204, para. 2.4.1 and 1.4.4.18) (N/O/C)			
5.1.3. (V) Maintain documentation reflecting the last (most current) civil engineering inspections of lightning protection systems, static grounding systems, and a record of required inspections and tests of real property installed equipment (RPIE) hoists? (AFSPCSUP1 para. 2.3.6) (N/O/C)			
5.1.4. (V) Notify supporting activities when conducting hazardous operations or training exercises such as chemical operations, demolition operations, fire drills, or evacuation drills? (AFSPCSUP1 para. 2.4.5.) (N/O/C)			
5.1.5. Initiate nuclear weapons custody transfer documents IAW AFI 21-204? (para. 11.8.2.4) (N/O/C)			
5.1.6. Maintain the following visual/automated aids:			
5.1.6.1. (V) Workorder status for munitions/maintenance operations to include: location of operation; crew size; description of operation (para. 2.3.1) (N/O/C)			
5.1.6.2. (V) TCTO status? (para. 2.3.2) (N/O/C)			
5.1.6.3. (V) Current copy of the master ID listing? (para. 2.3.3) (N/O/C)			
5.1.6.4. (V) Map(s) showing the primary and alternate on base convoy routes and sited locations? (para. 2.3.4) (N/O/C)			
5.1.6.5. (V) A physical inventory of AF controlled equipment or facilities using maps, representative drawings or charts, reflecting the contents of the storage or maintenance facilities? (Inventories will include: facility number, type and quantity of weapons stored or positioned and configuration and serial numbers. (para. 2.3.5) (N/O/C)			
5.1.6.6. Current copy of WSAAL? (para. 2.3.7.1) (N/O/C)			
5.1.6.7. AF-owned nuclear-certified munitions trailer status? (para. 2.3.7.2) (N/O/C)			
5.1.6.8. (V) Vehicle status (type, registration number, commission status and nuclear certification)? (para. 2.3.7.3) (N/O/C)			
5.1.6.9. (V) Personnel status (authorized, assigned, available for duty)? (para.2.3.7.4) (N/O/C)			
5.1.6.10. (V) A record of semiannual fire drill or evacuation exercises? (para. 2.3.7.6) (N/O/C)			
5.1.6.11. Tracking of LLCs by status and location? (AFSPCSUP1, para. 2.3.7.7) (N/C)			
5.1.6.12. Type and status (associated/unassociated) of warhead containers? (AFSPCSUP1, para. 2.3.7.8) (N/O/C)			

CRITICAL ITEMS Con't): Does Munitions Control	YES	NO	N/A
5.1.7. (V) Are munitions teams using vehicles, to include forklifts, to transport munitions maintaining radio contact with munitions control? (AFSPCSUP1, para. 1.4.4.68) (N/O/C)			
5.1.8. Have telephone hot-lines to security forces, Central Security Control, munitions area entry control point, Explosive Ordinance Disposal (EOD) (when assigned), base fire department, and wing command post? (para. 2.2.2.3) (N/O/C)			
5.1.9. (V) Develop check sheets for emergencies which apply to the unit mission, such as Emergency War Order (EWO) notification, crash, fire, severe weather, explosive or nuclear accidents, convoy emergency, loss of communications, evacuation, Safe Secure Transport/Safe Guard Transport (SST/SGT) support, Safe Haven and Stockpile Emergency Verification (SEV)? (AFI 21-204, AFSPCSUP1 para. 2.4.3.1) (N/O/C)			
5.1.10. Ensure LLCs are installed within timelines established by TO 11N-100-2, Supply Management of Limited-Life Components? (AFSPCSUP1, para. 2.6.13) (N/C)			
5.1.11. (V) Maintain ohms lightning and static ground systems test documentation that adversely affects maintenance and storage facilities. Also, the most current of those inspections and also a record of required inspections and tests of hoists. (para 2.3.6 and AFSPCSUP1 para. 2.3.6) (N/O/C)			
5.1.12. (V) Consolidate the munitions maintenance requirements to be put into the wing maintenance plan? (AFI 21-204, AFSPCSUP1, para. 2.6.5) (C)			
5.1.13. (V) Is the Awaiting Maintenance/Awaiting Parts (AWM/AWP) status discussed during the weekly scheduling meeting? (para. 2.6.6.1) (C)			
5.1.14. (V) Assign priorities, initiates, issues, and controls work orders? (para.2.6) (C)			
5.1.15. (V) Plan, schedule, and control the accomplishment of all TCTO's on munitions, Nuclear Ordnance Commodities Management (NOCM) items, and associated support equipment? (AFI 21-204, AFSPCSUP1, para. 2.6.9) (C)			
5.1.16. (V) Schedule and maintain a delayed discrepancy file on munitions items and equipment? (para. 2.6.4) (C)			
5.2. NON-CRITICAL ITEMS: Does Munitions Control	YES	NO	N/A
5.2.1. (V) Implement plans and schedules by coordinating and controlling munitions maintenance, inspection, handling operations, and processing of repair cycle assets? (AFI 21-204, AFSPCSUP1, para. 2.6.2) (N/C)			
5.2.2. (V) Advise the munitions flight chief/superintendent of maintenance capabilities and problem areas? (AFI 21-204, AFSPCSUP1, para. 2.4.4) (N/O/C)			
5.2.3. (V) Assign local ID numbers for end items according to 00-20 series technical orders and update the master ID list? (para. 2.6.1) (N/C)			

NON-CRITICAL ITEMS: Does Munitions Control	YES	NO	N/A
5.2.4. (V) Maintain current copies of the master ID list for all assigned munitions equipment? Update the list for all assigned equipment? (para. 2.3.3) (N/C)			
5.2.5. Consolidate the munitions maintenance requirements to be put into the wing maintenance plan? (AFI 21-204, AFSPCSUP1, para. 2.6.5) (N)			
5.2.6. (V) Is Munitions Control or P&S the central historical documentation activity for all munitions equipment? (AFI 21-204, AFSPCSUP1, para. 2.6.11) (N/O/C)			
5.2.7. (V) Schedule all known requirements for the munitions organization? (AFI 21-204, AFSPCSUP1, para. 2.6.2) (N/O/C)			
5.2.8. Is the AWM/AWP status discussed during the weekly scheduling meeting? (para. 2.6.6.1) (N)			
5.2.9. Assign priorities, initiates, issues, and controls work orders? (para. 2.6) (N/O)			
5.2.10. Ensure that all AFTO Form 349, Maintenance Data Collection Record (or equivalent), work orders initiated for jobs requiring the two-person concept are annotated "TWO-PERSON CONCEPT APPLIES"? (AFI 21-204, AFSPCSUP1, para. 2.6.10) (N/O/C)			
5.2.11. (V) Authorize performance of a job by assigning a JCN and issuing an AFTO Form 349 (or equivalent) for each scheduled maintenance task, storage inspection, modification, munitions movement, and handling operation, and unscheduled task? (AFI 21-204, AFSPCSUP1, para. 2.6.10) (N/O/C)			
5.2.12. Plan, schedule, and control the accomplishment of all TCTO's on munitions, NOCM items, and associated support equipment? (AFI 21-204, AFSPCSUP1, para. 2.6.9) (N)			
5.2.13. (V) Schedule and maintain a delayed discrepancy file on munitions items and equipment? (para. 2.6.4) (N/O/C)			
5.2.14. (V) Does control manage the Delayed Discrepancy Listing (DDL), AWM, AWP and TCTO programs? Review these programs weekly during the scheduling meeting? (para. 2.6.4) (N/O/C)			
5.2.15. (V) Does munitions control have the minimum necessary communications? (sufficient Land Mobile Radios (LMR's), STU-III and direct telephone lines to appropriate agencies) (para. 2.2.2) (N/O/C)			
5.1.2.16. Is required maintenance scheduled developed and provided weekly to AFSPC/LCMW? Does it contain all the required information? (AFSPCSUP1, para.2.6.12) (N/O/C)			

SECTION 6: PNAF			
MISSION STATEMENT: To ensure Munitions PNAF operations are in compliance with current directives and instructions.			
NOTE: AFSPC does not currently perform PNAF operations. This checklist covers evaluating a unit's PNAF contingency plan only. All references are from AFI 21-204, chapter 12 and AFSPCSUP1, para 12.2.37.			
6.1. CRITICAL ITEMS:	YES	NO	N/A
6.1.1. Is the plan current and reviewed annually by the Base OPR? (N/C)			
6.1.2. Does the plan cover all areas required by AFJI 11-204, <i>Operational Procedures for Aircraft Carrying Dangerous Material</i> ? (N/C)			
6.1.2.1. Specifically does the plan cover: On-scene commander responsibilities 24 hour point of contact Logistics responsibilities Security responsibilities - MASO responsibilities (N/C)			
6.2. NON-CRITICAL ITEMS:			
6.2.1. Is the unit's plan reviewed by HQ AFSPC/LCMW? (N/C)			
6.2.2. Does the plan cover any wing/unique mission requirements? (i.e. closed runway, hot cargo pads) (N/C)			
SECTION 7: NOCM			
MISSION STATEMENT: To ensure Munitions NOCM operations are in compliance with current directives and instructions.			
NOTE: All references are from AFI 21-204 unless otherwise indicated.			
NOTE: When you see (V) immediately following the checklist number, it denotes that the item also applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections.			
NOTE: When you see (V only) immediately following the checklist number, it denotes that the item only applies to Vandenberg AFB during IG Inspections, Technical Assistance Visits or Tec Inspections.			
MANAGEMENT			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. (V) Has a MASO been appointed? (para. 1.4.1.3) (N/O/C)			
7.1.2. (V) Is the SWIM-DIAMONDS database backed up? (para 13.1.5.2) (N/O/C)			
7.1.3. Is the Location Inventory List (LIL) used to reconcile the SWIM-DIAMONDS database? (para 9.7.3.22) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
7.1.4. Are units providing HQ AFSPC/LCMW with limited life component requirements for the next year by 1 Feb each year? (AFSPCSUP1, para 1.5) (N/C)			
7.1.5. Has the designated commander signed a letter that appoints individuals to sign/post accountable documents for the MASO in his or her absence? (para 9.5.3.3) (N/O/C)			
7.1.6. Does the MASO have a copy of the Weapons Custodian appointment letter? (para. 9.4.7.1) (N/C)			
7.1.7. Has the MASO developed and published local procedures to ensure proper control, protection, accountability, and reporting? (para 9.7.3.15) (As a minimum, do these procedures cover processing receipts and shipments, custody accounting, stockpile inventories, inventory reporting, wartime, exercise, and emergency reporting, weapon status reporting, stockpile emergency verification, safe haven operations, management of the LIL, NOSS, processing configuration and status change data, and any other items required to support local implementation of this AFI?) (N/O/C)			
INVENTORIES			
7.2. CRITICAL ITEMS:	YES	NO	N/A
7.2.1. (V) Has the MASO developed written inventory procedures covering local conditions and responsibilities? (para. 1.4.5) (N/O/C)			
7.2.2. The Semi-annual inventory report (SIR) must be conducted by two commissioned officers, one being appointed as inventory officer (MASO) and the other as the verifying officer. (para. 9.19.2.1) (N/C)			
7.2.2.1. Is the verifying officer from an organization other than the accountable organization? (AFSPCSUP1, para 9.19.2.1) (N/C)			
7.2.2.2. Is the verifying officer a disinterested individual? (CJCSM 3150.04, Chap 5, para 9 a.(2)) (N/C)			
7.2.2.3. Has the MASO ensured that the same individual is not designated as the verifying officer for two consecutive SIR's? (AFSPCSUP1, para 9.19.2.1) (N/C)			
7.2.3. Is the Semi-annual Inventory Report (SIR) inventory conducted as of the last day of the month? (para. 9.19.2.5) (N/C)			
7.2.4. (V) Are inventories completed each time a new MASO is assigned? (para. 9.19.1.3) (N/C)			
7.2.5. Are the following items associated with accountability of nuclear weapons, nuclear components, and LLC's being audited during the semi-annual inventories: Base/Military Spares, WR containers/bolsters and DOE owned equipment items? (para.9.19.1. - 9.19.1.2.3) (N/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
7.2.6. Is a "Certificate of Audit" completed and distributed properly? (para. 9.21.5.1 and Fig 9.5) (N/C)			
7.2.7. As a minimum, are active AF Forms 105F1, Stock Control Record , AF Form 514, Weapon Custody Transfer Document (Reentry Vehicle/Reentry System) , AF Form 524, Missile Crew Log (custody transfer documents), AF Form 1764 Major Assembly/Component Status Change Report (status change report), various receipt and shipment forms, documents designating authorized custodians, and lists of personnel authorized to receipt for classified property evaluated during the SIR? (para's. 9.21.4-9.21.4.7) (N/C)			
7.2.8. For inventories, as a minimum, are the appointment orders for the inventory officer, blind inventory worksheets, verified and signed inventory count cards, and a copy of the SIR to document the inventory retained? (table 9.5) (N/C)			
7.2.9. Does the SIR procedure create an independent inventory that reports status, location and configuration of nuclear weapon stockpile by serial number and quantity for each location? (para. 9.19.1.1) (N/O/C)			
7.2.10. Does the appointed officer conduct the audit using the procedures in para's 9.21.4.1-9.21.4.7? (para. 9.21.4) (N/C)			
USAL			
7.3. CRITICAL ITEMS:	YES	NO	N/A
7.3.1. (V) Are (USAL) item levels established? (para's. 9.7.2.4 and 9.10.4) (N/O/C)			
7.4. NON-CRITICAL ITEMS:	YES	NO	N/A
7.4.1. (V) Are USAL requisitions processed through Honeywell Federal Manufacturing and Technologies/Kansas City (AF FM&T/KC)? (para. 9.12.2) (N/O/C)			
7.4.2. (V) Are USAL requisitions submitted using priority "B". Unless item(s) is/are required to repair a nonoperational WR weapon and ordered priority "A"? (para. 9.12.2 & TO 11N-100-1, Supply Management of Nuclear Weapons Material , Appendix A, Table A2-1 (2a&2b) (N/O/C)			
7.4.3. (V) Are disposition requests being submitted when on hand quantities exceed USAL levels? (para. 9.11) (N/O/C)			
TCTO's			
7.5. CRITICAL ITEMS:	YES	NO	N/A
7.5.1. (V) Has the MASO appointed a primary and alternate TCTO kit monitor? (para. 9.5.5.3) (C)			

7.6. NON-CRITICAL ITEMS:	YES	NO	N/A
7.6.1. Has the MASO appointed a primary and alternate TCTO kit monitor? (para. 9.5.5.3) (N)			
7.6.2. (V) Does unit account for TCTOs? (para. 9.1.7) (N/C)			
7.6.2.1. (V) Issue kits as required to support work schedule? (para. 9.17.1) (N/C)			
7.6.2.2. (V) Track status? (para. 2.3.2) (N/C)			
7.6.2.3. (V) Comply with reporting requirements? (para's 1.4.4.50 & 2.3.2) (N/C)			
LLC KITS/Components			
7.7. CRITICAL ITEMS:	YES	NO	N/A
7.7.1. Are weapons, major assemblies and weapons components (LLC kits) accounted for using SWIM-DIAMONDS/DIAMONDS? (para. 9.3.3) (N/O/C)			
7.7.2. Is Stock Change Voucher (SCV) used to document LLC exchanges (para 9.18) and are individual SCVs used for each part number? (para. 9.18.2.1) (N/C)			
7.7.3. When replaced LLCs (retrofit kit) are turned in, is a reference to the document number and part number of the replacement kit initially issued entered on the turn-in document? (Table 9.4) (N/O/C)			
7.7.4. Are the oldest shelf life critical assets issued first? (para 5.3.1) (N/C)			
RECEIPT AND SHIPMENT			
7.8. CRITICAL ITEMS:	YES	NO	N/A
7.8.1. Are DD Forms 1348-1, DOD Single Line Item Release/Receipt Document filled out according to the sample in TO 11N-100-2 for LLC kits? (para. 9.13.2.1.1) (N/C)			
7.8.2. (V) Does the unit have a list of personnel authorized to receipt for classified DOE property? (para. 9.5.2) (N/O/C)			
7.8.2.1. (V) Is it prepared IAW figure 9.1? (figure 9.1) (N/O/C)			
7.8.2.2. (V) Is the letter updated at least annually or as changes occur? (para. 9.5.2.2) (N/O/C)			
7.8.3. (V) Are DD Form 1348-1 forms filled out properly? (para. 9.13.2) (N/C)			
7.8.4. (V) After received items are verified, is a signed copy of the shipping document returned to the shipper? (TO 11N-100-4, Custody, Accountability, and Control of Nuclear Weapons and Nuclear Material , chap 5, para. 5-8.2.2) (If the verification inspection cannot be accomplished on the day of receipt, is the AF Form 1764 processed with the statement "interim report pending verification inspection" and prepared and submitted (para 11.1.14.) (N/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
7.8.5. (V) Do maintenance personnel perform receipt inspections on weapons as soon as possible after receipt? (para.9.13.1.1) (N/C)			
7.8.6. (V) Has the unit received DOE approved Spares Authorization Letter of individuals authorized to requisition and receive DOE spares? (TO 11N-100-1, Appendix A, para A2-2.6.a and figure A2-2.) NOTE: If not, has AFSPC/LCMW been notified? (N/C)			
7.8.7. (V) Are DOE repairable spares screened against the DOE spares repairable list and processed accordingly? (para. 9.11.3.2) (N/C)			
7.8.8. Is a suspense copy of the shipping documents for nuclear weapons, nuclear components, and LLC's maintained until a signed copy of the shipping document is received from the consignee? (para. 9.14.3.2.2) (N/C)			
7.9. NON-CRITICAL ITEMS:	YES	NO	N/A
7.9.1. (V) Are DD Form 1348-1 forms processed correctly for receipt? (para. 9.13.2.-9.13.2.1.2.) (N/C)			
7.9.2. (V) Are unserviceable DOE items processed correctly? (para.9.11.3-9.11.4) (N/C)			
DOCUMENT CONTROL			
7.10. CRITICAL ITEMS:	YES	NO	N/A
7.10.1. (V) As a minimum, do accountable records and documents consist of? (para. 9.4) (N/O/C)			
7.10.1.1. Stock Records (para. 9.4.4) (N/O/C)			
7.10.1.2. (V) Receipt, shipment, issue, turn-in, and inventory adjustment voucher files (para. 9.4.6) (N/O/C)			
7.10.1.3. (V) Custody files (para. 9.4.7.1) (N/O/C)			
7.10.1.4. (V) Courier receipt files (para 9.4.6) (N/O/C)			
7.10.2. (V) Are accountable documents maintained as outlined in Table A2-2.? (N/O/C)			
7.10.3. (V) Letter signed by the Squadron Commander used to identify personnel authorized to request, receipt, and expend NOCM spare items? (para. 9.5.4.10) (N/O/C)			
7.10.4. (V) Are issue and turn-in documents processed correctly? (para. 9.15.3 and Tables 8.1 and 8.2) (N/O/C)			
7.10.5. Are AF Form 1764 provided to NOCM personnel to ensure timely reporting? (para. 11.1.1) (N/O/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
7.10.6. (V) Are copies filed of courier receipts (DD Form 1911, Material Courier Receipt , AEC Form 60, Courier Receipt or DOE Form AD60, Courier Receipt) for classified shipments with the applicable documents in the permanent document file? (para.9.9.3.1) (N/O/C)			
7.10.7. Are two shipping documents registers maintained for base transactions and for requisitions and shipments on SWIM-DIAMONDS-DIAMONDS or AF Form 36, Supply Document Register (Manual) . (para.9.9.1) (N/C)			
7.11. NON-CRITICAL ITEMS:			
7.11.1. Are receipts from off base assigned a base document number and is the shipper's document number entered in the remarks column? (para. 9.9.1) (N/C)			
7.11.2. Does NCOM receive AF Form 1764 from maintenance reporting changes through SWIM-DIAMONDS? (para. 11.3.6) (N/O/C)			
7.11.3. Does NOCM notify MAJCOM if there are conflicts with other events, that preclude support of required movement as directed in the NOSS?(para 12.2.3.3) (N/O/C)			
WEAPONS CUSTODIAN/MASO RESPONSIBILITY IF NO WEAPONS CUSTODIAN			
7.12. CRITICAL ITEMS:	YES	NO	N/A
7.12.1. Are weapons custody transfer documents and missile crew logs retained until listed nuclear weapons or warheads are removed from alert status, returned to the storage area, and recertified actions are complete? (para.11.8.2.3.1.3) (N/O/C)			
7.12.2. If the accountable officer does not exercise custodial control over assigned nuclear weapons, does the Group Commander appoint a weapons custodian? (para.9.5.3) (N/O/C)			
7.12.3. Are alternate weapons custodian designated if custodian is not available of exercising his or her custodial responsibilities? (para.9.5.3.2) (N/O/C)			
7.12.4. Does the unit have a local instruction that designates by position or title who is authorized to receive custody of nuclear weapons or warheads? (para.10.2.6) (N/O/C)			
7.12.5. Does the custodian control the transfer and movement of, and access to, nuclear weapons and nuclear components in his or her custody? (para.10.2.9) (N/O/C)			
7.12.6. Are custodial records, accountable hand receipts or custody listings, configuration and status change data, and active work orders maintained? (para.10.2.7) (N/O/C)			
7.12.7. Is the accuracy of custodial records verified with the records maintained by the MASO at least semiannually? (para.10.2.8) (N/C)			
7.12.8. Does the custodian have a copy of the appointment letter? (para.9.5.3) (N/C)			

CRITICAL ITEMS (Con't):	YES	NO	N/A
7.12.9. Are custody transfers transacted by DD Form 1150, Issue or Turn-in, Request for or equivalent automated product? (para.9.15.2) (N/C)			
7.13. NON-CRITICAL ITEMS:	YES	NO	N/A
7.13.1. Are weapons custody transfer documents disposed of IAW Table A2.2? (N/O/C)			
ACCOUNTING FOR CONTAINERS AND BOLSTERS			
7.14. NON-CRITICAL ITEMS:	YES	NO	N/A
7.14.1. Are associated containers receipted/shipped with shipments of end items? (para.8.4.5) Are containers posted to stock record cards when associated using AF Form 1764. (para 9.13.3.4) (N/C)			
7.14.2. (V) Does the unit accomplish Container Asset Report? (para 11.3 and T.O. 100-4, chap 7, para 7.6.2.2.3) (N/C)			
CUSTODY TRANSFER TO OR FROM ALERT STATUS			
7.15. CRITICAL ITEMS:	YES	NO	N/A
7.15.1. Does the weapons custodian prepare an original and one copy of AF Form 514, except for original names? (para. 11.8.2.1.1) (N/O/C)			
7.15.1.1. Is the form controlled by using an AF Form 3126, General Purpose form (or locally produced equivalent)? (para. 11.8.2.1.1.1) (N/O/C)			
7.15.1.2. Is the original returned after mating is completed and the date is annotated on the control register? (para. 11.8.2.1.2.6) (N/O/C)			
WEAPON STATUS REPORT			
7.16. CRITICAL ITEMS:	YES	NO	N/A
7.16.1. Are WSRs prepared and submitted as outlined in CJCSM 3150.04, para 11.2? (N/O/C)			
7.17. NON-CRITICAL ITEMS:			
7.17.1. Are proper H-gear associations made in the SWIM-DIAMONDS database? (para 9.13.3.4) (N/O/C)			
7.17.2. (V only) Does the unit transmit an QAST QSR on Test and Training Items (TTI) containing Source and Special Nuclear Material? (para 11.4) (C)			

SECTION 8: ARMING AND USE OF FORCE

MISSION STATEMENT: To ensure Arming and Use of Force by munitions personnel is in compliance with current directives and instructions.

NOTE: All references are from AFI 31-207, *Arming and Use of Force by Air Force Personnel*, unless otherwise stated.

8.1. CRITICAL ITEMS:	YES	NO	N/A
8.1.1. Are armed individuals aware of considerations for use of deadly force? (para. A.2.3) (If hostages are involved, their safety and welfare must not deter you from taking prompt, decisive and effective action, including the use of deadly force to prevent unauthorized access to, removal of, or recapture of a nuclear weapon). (N/O/C)			
8.1.2. Do commanders take immediate action to temporarily withdraw the authority to bear firearms from people who are: (para. 2.6) (N/C)			
8.1.2.1. Identified substance abusers? (N/C)			
8.1.2.2. Emotionally unstable or whose behavior suggests they're incapable of using firearms with appropriate care? (N/C)			
8.1.2.3. Determined by competent medical authority to be suffering from alcohol abuse or dependence? (N/C)			
8.1.3. Have personnel designated to bear firearms passed the required qualification, proficiency and use of force training? (2.10.1) (N/O/C)			
8.1.4. Does the armory have an original authorization letter that contains the individual by name, social security number, firearm type, and last qualification date (for that weapon)? (para. 2.7.1) (N/O/C)			
8.1.5. Are Munitions personnel serving in these capacities provided the maximum feasible protection? (As a minimum, a weapon [M-16 or 12-gauge shotgun], protective mask, ballistic protection vest and helmet) (DOD 5210.41-M, para. 4.B.2.A) (N/O/C)			
8.1.6. Are items worn, carried, or in the immediate vicinity of personnel performing these duties? (DOD 5210.41-M, para. 4.B.2.A) (N/O/C)			
8.2. NON-CRITICAL ITEMS:	YES	NO	N/A
8.2.1. Do Munitions personnel serve as armed sentries during inner area movements? (DOD 5210.41-M, para's 8.A.2.A and 8.C.4) (N/O/C)			
8.2.2. Are personnel serving as guard or sentry trained to a level commensurate with the duties? (DOD 5210.41-M, para. 4.C.2) (N/O/C)			
8.2.3. Does the unit meet requirements for number of weapons and ammunition quantity? (AFCAT 21-209, <i>Ground Munitions</i> , table 3.23) (N/O/C)			